

Retention and Classification Report

Agency: Wasatch County (Utah). County Clerk (1340)

Wasatch County Administration Bldg.
25 North Main
Heber City, UT 84032
654-3211

Records Officer

19328	Commission meeting tape recordings
23332	Election registers
09991	Marriage license applications
23201	Marriage license index
83876	Marriage licenses

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 19328

3

TITLE: Commission meeting tape recordings

DATES: 1995-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain 6 months after official minutes are approved

DISPOSITION:

Destroy provided resolution of any litigation

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 6 months and then erase provided resolution of any litigation.

APPRAISAL:

Administrative

This disposition is based on on the administrative needs expressed by the office.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 19328

TITLE: Commission meeting tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23332

3

TITLE: Election registers

DATES: 1896-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These books are used to identify registered voters. They contain: the date of registration, computer number, name and address of registered voter, voting record for previous four years, if challenged grounds for challenge, and when applicable birthplace (state or foreign country) and naturalization number.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 30.

AUTHORIZED: 11/22/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1940 and continuing to the present. Retain in Office for 4 years and then destroy.

Paper: For records prior to and including 1940. Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23332

TITLE: Election registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 9991

3

TITLE: Marriage license applications

DATES: 1879-

ARRANGEMENT: Numerical by marriage license number

DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: 10/04/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 9991

TITLE: Marriage license applications

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23201

3

TITLE: Marriage license index

DATES: 1879-

ARRANGEMENT: Alphabetical

DESCRIPTION:

The index provides alphabetical access to the marriage licenses.
It records names, license number, and sometimes record volume.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/08/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then may transfer to the state archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

This series contains records of marriages and has ongoing historical value.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23201

TITLE: Marriage license index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83876

4

TITLE: Marriage licenses

DATES: i 1879-

ARRANGEMENT: Numerical by license number

DESCRIPTION:

This series contains original copies of the marriage licenses granted in Wasatch County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 01/13/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83876

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public